

Wisconsin Functional Screen

Technical Assistance Document

ISSUE DATE: 6/23/2006


APPLICABILITY:

- ☒ Adult Long Term Care
- ☒ Children's Long Term Support
- ☒ Mental Health/AODA

TOPIC: Obtaining Access to the Functional Screen Information Access Application

Obtaining Access to the Functional Screen Information Access Application

The Functional Screen Information Access (FSIA) application is accessed by clicking on the *Functional Screen* link contained on the page located at <https://www.dwd.state.wi.us/deslhc/>.

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Functional Screen Information Access

Wisconsin's Functional Screen system is a Web-based application that collects information about an individual's functional status, health and need for assistance for various adult and children's programs. The screen is used to determine functional eligibility for certain mental health services, adult long-term care programs and children's long-term care programs. It is also used for care options counseling and pre-admission counseling.

Experienced professionals, usually social workers, registered nurses or mental health professionals, are able to access through a logon identification code and password and administer the protected screening tool.

Any information collected for the screen or during the screening process is confidential. Upon completion of the screen, the screener can instantly access the person's functional eligibility results as calculated by the electronic screen.


Screeners must meet the training and certification qualifications as prescribed by the Department of Health and Family Services before they can gain access to the screening tool.

[Functional Screen](#)

Last Revised: May 15, 2004

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Wisconsin Department of Health and Family Services



Application Security

The actions a user is able to take inside the application is dependent on the user's security profile and agency. In short, the security profile determines what abilities the user has, and the user's agency determines which applicants the user can perform those abilities on.

The *Functional Screen* link will take you to the log-in screen.




Note

The following process is for setting up both a DWD/Wisconsin Logon ID and obtaining access to the Functional Screen Information Access application. If you already have a DWD/Wisconsin Logon ID, please proceed to page 9.

If you are unsure whether you have a DWD/Wisconsin Logon ID, please contact the DHFS Security Desk at (608) 266-9198.

Initially, workers will need to create a User ID and password using the *Request Access* button found on the log-in screen. All new users must create an account before they can log into the application.



Functional Screen Information Access

Wisconsin Department of Health and Family Services
Functional Screen Information Access

For Login Problems, call the Department of Health and Family Services (DHFS) Security Desk at (608) 266-9198 Regular hours are Monday - Friday, 9:00 am - 11:30 am / 12:30pm - 2:30pm

Log In

Request Access

Account Management

New users click here

After clicking on the *Request Access* button, the page below will be displayed. The first step to gaining access to the application is to create a DWD/Wisconsin Logon ID. To do so, click on the link in Step 1.

Please follow the instructions below to obtain, delete, or change access to the Functional Screen Information Access application

1. You must have a DWD/Wisconsin Logon and password. If you have not yet created a DWD/Wisconsin Logon, you will need to do so now. Click [here](#) DWD/Wisconsin Logon.
2. Click on the "Functional Screen Account Request Form" link below to access the Functional Screen Web Access Request Form. After you fill out a series of questions on a Web page, your responses will be automatically transferred to the required form which must be printed from your Web browser. While this Web page will help you complete this form quickly and accurately, please note that your completed form will **not** be transmitted through the Web.

Click on this link

This will take you to the DWD/Wisconsin Logon Management System Home Page (shown below). Here you will need to click on the *Self-Registration* link.

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DWD/Wisconsin Logon Management System

The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DWD/Wisconsin Logon and password. Your DWD/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.


Customer ID Menu

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [User Acceptance Agreement](#)

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DWD/Wisconsin Logon

[Self Registration](#)  **Click on this link** (to create your Logon and Password.)

Self Registration allows you to create **your personal** DWD/Wisconsin Logon. This is your key to doing secure business with DWD over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DWD/Wisconsin Logon and/or Password.

Updated November 11, 2003
[Administrative Services Division](#)
Content Contact: [DWD Webmasters](#)

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You should now be on the User Agreement Page. This page details the State of Wisconsin's standard user agreement. You must accept this agreement. If you chose to decline, you will be returned to the DWD/Wisconsin Logon Management System Home Page and will not be able to obtain access to the Functional Screen Information Access application.

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Self Registration

Welcome to the DWD/Wisconsin Logon self registration process. Self Registration allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin Logon and Password

You will submit your contact information. Once authorized you will see a confirmation.

Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT

INTRODUCTION

Many State agencies provide information and services by the

[Printer Friendly Version](#)

Accept

Click on this button

Customer ID Menu


- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [User Acceptance Agreement](#)


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You're now on Account Creation page. You need to at least enter the required fields (First Name, Last Name, Logon ID, Password, Secret Question, Secret Answer, and Verification Code), which are marked with a red asterisk (*) to the right of text box. The verification code is only used to prevent malicious software from automatically creating accounts. You do not need to remember it beyond this step.

It is recommended that you at least provide an email address in addition to the required fields, so that tech support can easily contact you in the event you experience a problem in the future.

Once complete, click the *Submit* button.

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Account Creation

* Indicates Required Field

Profile Information

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
Suffix	<input type="text"/>	
E-Mail address is strongly encouraged so we can contact you in case of problems or changes.		
E-Mail	<input type="text"/>	
Phone	ie. 6085551234 <input type="text"/> ext. <input type="text"/>	
Mailing Address		
Street Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	
Zip Code	<input type="text"/> - <input type="text"/>	

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID	<input type="text"/>	*
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Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password	<input type="text"/>	*
Re-enter Password	<input type="text"/>	*

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Logon ID/Password Recovery

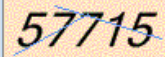
Enter a question and answer for use if you forget your DWD/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question	<input type="text"/>	*
Secret Answer	<input type="text"/>	*

Verification

This step helps prevent automated registrations.
If you cannot see the number below [click here](#).

	Please enter the number as it is shown in the box to the left.	<input type="text"/>	*
---	--	----------------------	---

Submit


Reset


Click on this button to submit

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The final page in this process will display the values you have just entered. You can now click on the *Return to LTC* link to return to the Functional Screen Information Access application.

If you notice an error, you can click on *Make changes to your logon information* link to edit the data.

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Account Creation

Your DWD/Wisconsin Logon profile was successfully created.

- [return to LTC](#) 
- [make changes to your logon information](#)
- [return to DWD/Wisconsin Logon Menu](#)
- [DWD Homepage](#)

Profile Information

Logon Id	trainjo
First Name	John
Middle Initial	
Last Name	Trainer
Suffix	
E-Mail	john.trainer@address.com
Phone	
Mailing Address	
Street Address	
City	
State/Province	
Zip/Postal Code	

Logon ID/Password Recovery

Secret Question	Name of high school attended
Secret Answer	Cumberland Valley High School

Your DWD/Wisconsin Logon profile was successfully created.

- [return to LTC](#)
- [make changes to your logon information](#)
- [return to DWD/Wisconsin Logon Menu](#)
- [DWD Homepage](#)


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Note

If you already have a DWD/Wisconsin Logon ID, then you should begin the account creation process here. If you do not have a DWD/Wisconsin Logon ID yet, please return to page 2.

You should now be back on the FSIA Logon page. Click on the *Request Access* button again.

**Functional Screen Information Access**

Wisconsin Department of Health and Family Services
Functional Screen Information Access

For Login Problems, call the Department of Health and Family Services (DHFS) Security Desk at (608) 266-9198 Regular hours are Monday - Friday, 9:00 am - 11:30 am / 12:30pm - 2:30pm

Log In

Request Access

Account Management

Click on this button

You're now back on the Request Access page. This time, click on the *Functional Screen Account Request Form* link in Step 2.

Please follow the instructions below to obtain, delete, or change access to the Functional Screen Information Access application

1. You must have a DWD/Wisconsin Logon and password. If you have not yet created a DWD/Wisconsin Logon, you will need to do so now. Click [here](#) to obtain a DWD/Wisconsin Logon.
2. Click on the "Functional Screen Account Request Form" link below to access the Functional Screen Web Access Request Form. After you fill out a series of questions on a Web page, your responses will be automatically transferred to the required form which must be printed from your Web browser. While this Web page will help you complete this form quickly and accurately, please note that your completed form will **not** be transmitted through the Web.



[Functional Screen Account Request Form](#)

Click on this link

3. Make sure that you read the directions carefully and supply all the required information.
4. Print the form. The form must be signed by a Supervisor. If you are a certified adult screener, attach a copy of your certificate of completion of the WebCT training course.
5. Your Functional Screen Account Request Form will be processed through the state security officers. If you are assigned to more than one agency, then you must fill out a separate form for each agency to which you are assigned. Please fax the completed form to 608-267-2437.

Your request should be processed three days after sending the above form to the local agency. If you are trying to activate a User ID, you can try to access the web site at that time. Your request may have already been processed but the written notice may not have reached you yet.

Note: The information in this system is confidential. You are strongly encouraged to read the Wisconsin Statutes (link is provided below).

[Wisconsin Statutes On Confidential Info.](#)

On this page, you will provide the information necessary for the security personnel to create an FSIA account for you. You will need to provide information for all of the required fields, which are indicated by a red asterisk (*) to the right of each textbox.

Item 1 is already completed for you. "Activate User ID for access to Functional Screen Web" is pre-selected, and the Effective Date has been filled in with the current date.

For User ID, be sure you provide the ID you created during the DWD/Wisconsin

Once you have provided all of the information, click on the *Submit* button.

FUNCTIONAL SCREEN WEB ACCESS REQUEST

[\(Please read the information below for instructions.\)](#)

1. Please check one of the following: *

- ☒ Activate User ID for access to Functional Screen Web
- ☐ Delete User ID for access to Functional Screen Web
- ☐ Change (Profile, User Name, SSN)

Effective Date: *

User Information

- 2. User ID:** *
(From DHFS Account Creation Screen)
- 3. First Name:** * **MI:**
Last Name: *
- 4. Social Security Number:** *
- 5. Mother's Maiden Name:** *
- 6. User's Daytime Phone:** () - * **Ext:**
- 7. Are you a certified screener?** *

Agency Information

- 8. Agency Name:** *
- 9. Agency Supervisor Name:** *
- 10. Supervisor's Phone Number:** () - * **Ext:**

11. Profiles:

- * ☐ Agency Administration
- ☐ Child Screener
- ☐ Delete
- ☐ FAQ Administrator
- ☐ Mental Health Screener
- ☐ Adult Screener
- ☐ State Employees
- ☐ TMG

* Denotes required field.

SUBMIT

Click on this button

The application has now generated a form based on the answers you provided. You need to print this form, have it signed by your supervisor and yourself, and then fax it the DHFS Security Desk at (608) 267-2437. You will be contacted once they have set up your account

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES

Please print this form and return to the State Security Officer, fax number is 608-267-2437. A certificate of completion of the WebCT training course must be attached for a Certified Adult Screener

FUNCTIONAL SCREEN WEB ACCESS REQUEST

1. Please check one of the following :

- ☒ Activate User ID for access to Functional Screen Web
☐ Delete User ID for access to Functional Screen Web
☐ Change (Profile, User Name, SSN)

Effective Date: 6/3/2004

Please fill in the following information (All items MUST be completed):

User Information	
2. User ID (from DHFS Account Creation screen) trainjo	3. User Name (Last, First, MI) Trainer, John
4. Social Security Number 000-55-6232	5. Mother's Maiden Name Mom
6. User's Phone Number (608) 555-3030 ext. 211	7. Certified Screener Yes

Agency Information	
8. Agency Name (Please do not abbreviate.) Aging and Disability Resource Center of Kenosha County	
9. Agency Supervisor Name Kate Supervisor	10. Supervisor's Phone Number (608) 555-3030 ext. 220
11. Profiles Delete, Mental Health Screener	

Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DHFS policy (attached to new logon approvals).

12. User Signature :	Date Signed :
13. Supervisor Signature:	Date Signed :
14. State Security Officer Signature :	Date Signed :